Name - Facility

GROUP CHILD CARE INITIAL LICENSING CHECKLIST

Use of form: Use of this form is mandatory under HFS 46.12 (2)(b) and constitutes one portion of a complete application for a group child care center license.

Instructions: The pre-licensing technical advisor from the Wisconsin Child Care Improvement Project (WCCIP) completes the appropriate column at the end of the pre-licensing process. The applicant for a license completes the appropriate column not more than 14 days prior to submitting an application for a license to the Department of Health and Family Services (DHFS). The DHFS licensing specialist completes the appropriate column at the time of the initial licensing study. If an applicant is not in compliance with any of the applicable items on this checklist at the time of the initial licensing study by the DHFS licensing specialist, the application for a license may be denied. Following the issuance of a license all items in HFS 46 licensing rules for group child care centers will be reviewed for compliance during the probationary period. Failure to comply may result in license denial.

Address - Facility (Street, City, State, Zip Code)

Name - Faci	lity Contact Person T	elephone Number - Facility Contact Person								
Rule Number	Rule Language		W	/CCIP	TA	Appli	cant		icensin pecialis	_
46.04	OPERATIONAL REQUIREMENTS		Met	Not Met	NA	Met	NA	Met	Not Met	NA
(2)(g)	The licensee has obtained a certificate of insurance that reflects the dat insurance and vehicle liability insurance when transportation is provided certificate of insurance with the application for a license.									
(2)(g)3.	If the center will transport children in vehicles not owned by the center (and chartered vehicles), the certificate of insurance reflects non-owned									
(2)(h)	Policies have been developed and the following areas are covered: Fe including job descriptions, hours of work, lunch and break times, holidar absence, probationary periods, performance evaluations, grievance pro the discharge of enrolled children. Note: Submit policies for review and with the application for a license.	ys, vacations, sick leaves, leaves of occdures and the disciplinary process and								
(2)(i)	Policies have been developed for the following: Admission, health care to be taken in the event of a fire or tornado, continuing education of stat volunteers. Note: Submit policies for approval and a completed policy for a license.	ff, and orientation of new staff and								
(2)(j)	All published statements including brochures and publicity releases are	accurate.								
(4)(d)	If the center includes religious training as part of the center program, the and in the center's education policy and shared with parents.	e religious policy is included in any publicity								
(6)(b)	The licensee has a method for keeping a daily attendance record for the child enrolled in the program. The hours of arrival and departure for ea departure vary among children.									
(6)(c)1.	There is a medical log book with stitched binding and the pages are line	ed and numbered.								
(8)(b)3.	There is a written procedure for reporting suspected cases of child abus	se or neglect.								

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Name - Facili	Тебрио	ne Number - Facility Contact Person								
Rule Number	Rule Language		W	CCIP	TA	Appli	cant		censin peciali	
46.05	PERSONNEL		Met	Not Met	NA	Met	NA	Met	Not Met	
(1)(b)2.	The center has identified an administrator who is at least 21 years old, has con 1 year of experience as a manager or has satisfactorily completed 1 course in a swell as 1 year of experience as a center director or teacher in a licensed chill childhood education or its equivalent.	ousiness or program administration								
(1)(c)3.a.	The center will be a single full day center, licensed for 50 or fewer children and director who will work at least 10 hours a week carrying out center director responsibilities, the center director child ratios.	onsibilities. Note: During the								
(1)(c)3.b.	The center will be a single full day center, licensed for 51 or more children and director who will work at least 20 hours a week carrying out center director resp hours a person is carrying out center director responsibilities, the center director child ratios.	onsibilities. Note: During the								
(1)(c)4.b.	The center director has completed high school or its equivalent as determined public instruction.	by the Wisconsin department of								
(1)(c)5.	The center will be licensed to care for 50 or fewer children and the center direct education and experience combinations as shown in Table 46.05-A in the licen	tor has completed 1 of the sing rule book.								
(1)(c)6.	The center will be licensed to care for 51 or more children and the center direct and experience combinations shown in Table 46.05-B in the licensing rule book									
(3)(a)	There are sufficient child care teachers available to ensure that each group of conthe supervision of a teacher.	children currently enrolled is under								
(3)(f)	The center has a procedure to ensure that the number and names of children in care workers at all times.	n care are known to assigned child								
(4)(b)	There are sufficient child care staff to ensure that the staff-to-child ratios (for cu in Table 46.05-D in the licensing rule book are met.	rrently enrolled children) specified								
(4)(c)	The center has a signed and dated statement that indicates than an adult is available within 5 minutes during an emergency when there are 8 or fewer children presents.									
46.06	PHYSICAL PLANT AND FURNISHINGS			•	•	•			•	
(1)(a)	There is a building inspection report completed by a qualified individual that ind compliance with all applicable Wisconsin Commercial Building Codes. Note: See report with the application for a license. Qualified individuals include inspectors registered architects or engineers, or independent inspectors certified by the December 1.	Submit the Building Inspection s from certified municipalities,								
(1)(c)	The space that is designated for use by children will be used only by children as while the center is open.	nd not used for other purposes								
(1)(e)	The center has fans or air conditioning to circulate the air if the inside temperat	ure exceeds 80° F.	•	_					_	

Name - Facility Telephone Number - Facility Contact Person

Rule Number	Rule Language		WCCIP TA Met Not NA Met		Appli		Licensing Specialist		
46.06	PHYSICAL PLANT AND FURNISHINGS	Met			Met	NA	Met	Not Met	NA
(2)(a)	The indoor and outdoor premises are free of hazards.								
(2)(b)	Steam radiators, fireplaces, wood burning stoves, electric fans, electric outlets, electrical heating units and hot surfaces, such as pipes, are protected by screens or guards so that children cannot touch them.								
(2)(c)	Firearms, ammunition and other potentially dangerous items are not kept on the premises.								
(2)(d)	Materials harmful to children, including power tools, flammable or combustible materials, insecticides, matches, drugs and other articles hazardous or poisonous to children are in properly marked containers and stored in areas inaccessible to children.								
(2)(e)	A motor vehicle is immediately available at the center at all times in case of an emergency or there is a public or private rescue or emergency vehicle available within 10 minutes of a phone call.								
(2)(f)	The center has a working telephone or access to a working telephone on the premises during hours of operation. A list of emergency telephone numbers, including telephone numbers for the local rescue squad, fire department, police department or other law enforcement agency, poison control center and emergency medical service is posted near each telephone.								
(3)	The center has a written plan for responding to a fire, tornado, a tornado warning or other emergency.								
(3)(a)	The evacuation plan is posted.								
(4)(a)	There are fire extinguishers on the premises that bear a label of inspection by a qualified person indicating its present condition and date of the last inspection.								
(4)(c)	Each floor used by children has at least 2 exits.								
(4)(d)	Exits and exit passageways have a minimum clear width of 3 feet and are unobstructed by furniture or other objects.								
(4)(e)	Extension cords are not used permanently with an appliance.								
(4)(f)	There are no more than 2 electrical appliances plugged into any 1 wall outlet.								
(4)(g)	The door to the basement and furnace room is closed.								
(4)(h)	Areas under stairs are not used for storage.								
(4)(i)	All exit lights are lit.								
(4)(j)	Fire alarms and smoke detectors are in good working order and tested weekly. A record is kept of the test results.								
(4)(k)	There are no unvented gas, oil or kerosene space heaters.								
(5)(a)	The premises is free from litter, clean and in good repair.								
(5)(b)1.	There is no flaking or deteriorating paint on exterior or interior surfaces in areas accessible to children.								

Name - Facility	Telephone Number - Facility Contact Person

Rule Number	Rule Language	V	WCCIP TA			CCIP TA Applicant			g st
46.06	PHYSICAL PLANT AND FURNISHINGS		Not Met	NA	Met	NA	Met	Not Met	NA
(5)(b)2.	Lead based paint or other toxic finishing materials have not been used.								
(5)(c)	Garbage containers in the building are rigid, covered, and watertight. Garbage and refuse stored out-of-doors are kept in leak-proof containers equipped with tight fitting covers. Note: Indoor garbage containers must be emptied daily. Outdoor garbage must be disposed of as necessary to prevent decomposition or overflow.								
(5)(d)	Furnishings, toys, cots and other equipment are clean.								
(5)(e)1.	Toilet rooms and fixtures are clean and sanitary.								
(5)(f)	Windows and doors used for ventilation have screens.								
(5)(g)	The premises are maintained in such a way as to prevent the entrance or harborage of vermin.								
(6)(a)	Children will have access to drinking water through the use of an angel jet type drinking fountain or disposable cups. Note: Drinking cups may not be shared.								
(6)(b)	The center gets its water from a private well. If this applies, answer the following items under (6)(b).								
(6)(b)1.	The water has been tested for lead and bacteria by a laboratory certified under ch. HFS 165 and found bacteriologically safe. Note: Submit a copy of the test results with the license application.								
(6)(b)2.	The center will serve children under 6 months of age and the water has been tested for nitrate levels. Note: If nitrate levels in the water are over 10 milligrams per liter, an alternate water source for children under 6 months of age must be used.								
(7)(a)	The space used by children contains not less than 35 square feet of usable floor space for each child. Passageways, kitchens, bathrooms, coat storage areas, offices, storage areas, isolation quarters, staff room, furnace room, parts of rooms occupied by stationary equipment, and areas not available at all times to children, including areas used exclusively for large muscle activity, napping or eating, are not included in available space. (The licensing specialist will determine the actual capacity of the center based on space at the initial licensing visit. Staff-to-child ratios and group sizes may limit the number of children who may be cared for in a given room or area.)								
(7)(b)	There is additional storage space for cots, bedding, supplies and equipment not in use.								
(8)(a)	Furnishings are durable and safe, with no sharp, rough, loose or pointed edges.								
(8)(b)	Tables and seating are scaled to the proper height and size for the children's comfort and reach.								
(8)(c)1.	Meals will not be served in a central lunchroom and there are sufficient seats to equal the licensed capacity of the center, excluding infants, and there is a space at a table for each child.								
(8)(c)2.	Meals will be served in a central lunchroom and there is seating and table space equal to the number of children to be served in a shift.								
(8)(d)	Shelves are provided for equipment and supplies in rooms used by children. Equipment and supplies are arranged in an orderly fashion so that children may select, use and replace items.								
(8)(e)	There is sufficient storage space for clothing and personal belongings to accommodate the clothing and personal belongings for the number of children in the licensed capacity of the center. For children 2 years of age and older, the space for outer garment storage is at child level.								

Name - Facility	Telephone Number - Facility Contact Person

Rule Number	Rule Language	V	/CCIP	TA	Appl	cant		censin pecialis	•
46.06	PHYSICAL PLANT AND FURNISHINGS	Met	Not Met	NA	Met	NA	Met	Not Met	NA
(8)(f)	A safe, washable cot, bed, 2 inch thick mat or sleeping bag is provided for each child 12 months old or older who naps or sleeps.								
(8)(g)	A safe, washable crib or playpen is provided for use of each child less than 12 months old who naps or sleeps. Note: If a crib or playpen is used by more than 1 child, it will need to be washed and disinfected between uses.								
(9)(a)1.	Meals will be prepared or heated on the premises and the kitchen is equipped with a microwave or stove with an oven, a refrigerator, a sink and utensils that are necessary to prepare and serve meals. The sink is used exclusively for food preparation and dishwashing.								
(9)(a)2.	All equipment and utensils have smooth, hard surfaces, are easily cleanable, in good repair, durable, nontoxic and free of cracks, seams, chips and roughened areas. Equipment and utensils are in a clean and sanitary condition.								
(9)(a)3.	Food preparation tables are durable, and surfaces are smooth, nonabsorbent and easily cleanable.								
(9)(a)4.	Utensils are stored in a clean, dry place and protected from contamination.								
(9)(a)5.	Single service utensils are nontoxic, stored in a clean, dry place, kept covered, and used only once.								
(9)(b)5.	Dishes will be washed in a dishwasher that has readily visible temperature gauges located in the wash compartment of all dishwashers and in the rinse water line of spray type mechanical dishwashers or in the rinse tank of an immersion-type dishwasher.								
(9)(c)3.	Food will be prepared in a location that is not on the premises of the center or in a central kitchen operated by the center and the other location is licensed under ch. HFS 196. Note: Submit a copy of the license to operate a catering business or restaurant with the application.								
(9)(d)1.c.	Each refrigerator and freezer has a clearly visible accurate thermometer. Note: Refrigerator should be kept at or below 40° F., freezers at or below 0° F.								
(9)(d)2.	Foods not requiring refrigeration are stored in clean, dry, ventilated and lighted storerooms or areas which shall be protected from contamination by sewage, wastewater backflow, condensation, leakage or vermin.								
(9)(d)2.a.	Dry foods, such as flour, sugar, cereals and beans are stored in metal, glass or food grade plastic containers with tight fitting covers and shall be labeled. Note: Food grade plastic means any plastic material used in the manufacture of dishes or utensils which has been found not harmful to human health by the national sanitation foundation.								
(9)(d)2.b.	Foods that will be stored in the basement are stored at least 8 inches above the floor, and food stored in other areas is stored high enough above the floor to provide for air circulation and to facilitate cleaning.								
(9)(e)1.	Poisonous and toxic materials, including cleaning supplies, bleaches and insecticides, are labeled and stored in cabinets used for no other purpose. Poisonous and toxic materials are inaccessible to children.								
(9)(e)2.	Cleaning aids such as mops, brooms and buckets are clean and stored outside of food preparation or food storage areas.								
(9)(g)1.a.	Persons who help prepare meals are at least 18 years of age.								

Name - Facility Rule		1.4	10015	ΤΛ	Λ		Lic	censin	ıg
Number	Rule Language		/CCIP		Appl		Sp	pecialis	st
46.06	PHYSICAL PLANT AND FURNISHINGS	Met	Not Met	NA	Met	NA	Met	Not Met	NA
(10)(a)	There are at least the number of washbasins and toilets with plumbing as indicated in Table 46.06 of the licensing rule book.								
(10)(b)	The center will be licensed for more than 70 children. There is 1 additional toilet provided for each additional 15 children or fraction thereof. Washbasins are provided in the ratio of 1 for every 2 additional toilets and urinals or fraction thereof. Urinals may be substituted for up to 1/3 of the total required toilets.								
(10)(c)	The center will be licensed to care for children under 30 months of age. Children under 30 months of age do not need to be included when determining the required fixtures under par. (a). But there is at least 1 toilet and 1 washbasin available in the center.								
(10)(e)	Steps or blocks are provided if the washbasins and toilets are not proportioned to the size of the children.								
(10)(f)	Soap, toilet paper, disposable paper towels and a wastepaper container are provided and accessible to children using the facilities.								
(10)(g)	Toilet room door locks are openable from the outside and the opening device is readily accessible to the staff.								
(11)(a)	Children will be present for more than 3 hours a day or outdoor play is included in the center program. If so, there must be outdoor play space.								
(11)(b)	The outdoor play space is on the premises of the center. If this applies, answer the items from (11)(b) to (11)(b)3.d. If there is no on-premises play space available, skip to (11)(c).								
(11)(b)2.a.	There is at least 75 square feet of outdoor play space for each child 2 years of age or older who will be using the space at a given time.								
(11)(b)2.b.	There is at least 35 square feet of outdoor play space for each child under 2 years of age who will be using the space at a given time except as provided in subd. 2.c.								
(11)(b)2.c.	The total outdoor play space of a center accommodates not less than 1/3 of the number of children for which the center will be licensed or shall be a minimum of 750 square feet, whichever is greater.								
(11)(b)2.c.	There will be children under age 1 enrolled and the center has strollers or wagons with seats equal to the number of children under age 1. In this case, the center does not need to count children under age 1 when determining the necessary square footage of outdoor play space.								
(11)(b)3.a.	The outdoor play space is well drained and free of hazards such as uncovered wells, cisterns and unused appliances.								
(11)(b)3.b.	There is a fence not less than 4 feet high around the outdoor play space.								
(11)(b)3.c.	There is no concrete or asphalt under climbing equipment, swings and slides.								
(11)(b)3.d.	There is an energy absorbing surface, such as loose sand, pea gravel or pine or bark mulch, in a depth of at least 9 inches under climbing equipment, swings and slides and in a fall zone of 4 feet beyond whenever play equipment is 4 feet or more in height.								

Name - Facility	Telephone Number - Facility Contact Person

Rule Number	Rule Language	W	/CCIP		Appl		S	icensin peciali	_
46.06	PHYSICAL PLANT AND FURNISHINGS	Met	Not Met	NA	Met	NA	Met	Not Met	NA
(11)(c)	The center does not have on-premises play space available. If there is no on-premises play space available, answer the items from (11)(c)2. to (11)(c)6. Otherwise skip to item (12)(a).								
(11)(c)2.	The center is requesting an exemption for off premises play space in writing. A plan for the use of off premises play space accompanies the request for an exemption with the license application.								
(11)(c)2.a.	The plan for off premises play space identifies and describes the location to be used, the travel distance from the center to that location and the means of transporting the children to that location.								
(11)(c)2.b.	The plan for off premises play space provides for adequate supervision of the children as specified in Table 46.05-D. of the licensing rule book.								
(11)(c)2.c.	The plan for off premises play space provides for daily vigorous exercise in the out-of-doors for the children.								
(11)(c)2.d.	The plan for off premises play space describes the arrangements to meet the toileting and diapering needs of the children.								
(11)(c)2.e.	The plan for off premises play space indicates that the space is in compliance with the requirements included in subds. 3. to 6.								
(11)(c)3.	The off premises outdoor play space is free of hazards such as bodies of water, railroad tracks, unfenced inground swimming pools, heavily wooded areas and nearby highways and main thoroughfares.								
(11)(c)4.	The off premises play space has at least 75 square feet of outdoor play space for each child 2 years of age or older using the space at a given time, and at least 35 square feet of outdoor play space for each child under 2 years of age using the space at a given time.								
(11)(c)5.	The climbing equipment, swings and slides in the play space do not have concrete or asphalt under them.								
(11)(c)6.	There are strollers or wagons with sufficient seating for each child under the age of 3 to be used when the children walk to the off premises play space.								
(12)(a)1.	There is a swimming pool on the premises of the center. The pool complies with the requirements of chs. COMM 90 and HFS 172, relating to swimming pool safety. Note: Submit a copy of the inspection report(s) that indicates the pools comply with the applicable codes with the application.								
(12)(a)2.	The center has a beach on its premises. The beach complies with the requirements of any local ordinance that may apply. Note: Submit a report from the local community that indicates the beach complies with any applicable local ordinances with the application.								
(12)(b)	The center has at least 1 person qualified by a Red Cross, Boy Scouts or Young Men's Christian Association lifesaving certificate for every 25 children in the water.								
(12)(f)	There is an above ground rigid swimming pool on the premises. The pool is enclosed by a 6 foot fence with a self-closing, self-latching door. Spaces between vertical posts of the fence shall be 4 inches or less. Note: Children may not use the above ground swimming pool.								

(5)(a)3.

(5)(a)8.

(6)(b)

(6)(c)2.

(5)(a)5.b.

Name - Facility	Tele	phone Number - Facility Contact Person								
Rule Number	Rule Language		W	CCIP	TA	Appli	cant	II .	icensin	•
46.07	PROGRAM		Met	Not Met	NA	Met	NA	Met	Not Met	NA
(3)(a)	All indoor and outdoor play equipment is safe.			WOC.					Wiot -	
(3)(a)1.	Indoor and outdoor play equipment is scaled to the developmental level, size	ze and ability of the children.								
(3)(a)2.	Indoor and outdoor play equipment is sturdily constructed with no sharp, ro pointed edges, or areas of entrapment, in good operating condition, and an									
(3)(a)3.	Indoor and outdoor play equipment is placed to avoid danger of injury or co	ollision and to permit freedom of action.								
(3)(a)4.	Indoor and outdoor play equipment that is 4 feet or more in height is placed	d over an energy absorbing surface.								
(3)(b)	The center has equipment and supplies that is varied and fosters child development sometimes are muscle development and manipulative skills, encourages stimulation, and encourages creative expression.									
(3)(b)2.	There is enough indoor play equipment so that each child can choose from day. Note: The licensed capacity of the center is used to determine the an									
(3)(b)3.	There is enough outdoor play equipment so that each center has at least 1 outdoors. Note: The licensed capacity of the center is used to determine to									
(3)(d)	The equipment and materials reflect an awareness of cultural and ethnic div	versity.								
(4)(a)	There will be children under age 5 in care for more than 4 hours per day. If a nap or rest period.	f so, each child under age 5 shall have								
(4)(c)	There are sufficient beds, cots, sleeping bags, 2 inch thick mats, cribs or pl nap or rest period has his or her own place to sleep. Note: Sleeping space									

sleeping child. Cribs or cots may be placed end to end if a solid partition separates children and an aisle not less

Parents will provide food for his or her own child. If so, the center must provide parents with information about

There is an isolation area for children who appear to be ill. If the area is not a separate room, it must be separated

There is a bed, crib or cot with a sheet and blanket or sleeping bag available for an ill child. The space the ill child

requirements for food groups and quantities specified by the U.S. department of agriculture child care food

occupies is within sight and hearing of a staff member. If the program operates for fewer than 4 hours, a

Eating times are scheduled so that no child goes without nourishment for longer than 3 hours.

Menus are planned at least 1 week in advance. Note: Dated menus must be kept on file for 3 months.

than 2 feet in width is maintained between cribs and cots.

kindergarten mat may be used instead of a bed, crib or cot.

from space used by other children by a partition, screen or other means.

program minimum meal requirements.

Name - Facili		one Number - Facility Contact Person	T							
Rule Number	Rule Language		V	/CCIP	TA	Appl	icant		censin peciali:	_
46.07	PROGRAM		Met	Not Met	NA	Met	NA	Met	Not Met	NA
(6)(d)	The center will care for children who are mildly ill. If so, items (6)(d)16.	apply.								
(6)(d)1.	The space for the care of a mildly ill child is a self-contained room and	separated from children who are well.								
(6)(d)2.	The room has a sink with hot and cold running water.									
(6)(d)3.	There is a procedure for obtaining a parent's written consent.									
(6)(d)4.	The written health policy of the center allows a mildly ill child to remain	at the center.								
(6)(d)5.	The center has a written plan for the provision of care to mildly ill childre	en.								
(6)(d)5.a.	The written plan covers admissions and exclusions, staffing, staff training programming, infectious disease control, and emergency procedures.	ng, monitoring and evaluation,								
(6)(d)6.	The center has medical consultation available from a physician or local policy for the management of mildly ill children. The written plan has be physician.									
(6)(f)2.	Over-the-counter or prescriptive medicine is stored so that children cannot ac	cess the medication.								
(6)(f)3.	There is a separate, covered container labeled medication kept in the refrigera	ator.								
(6)(g)1.	There are disposable tissues present for wiping noses available as well as pla disposal of used tissues.	stic lined containers used for								
(6)(i)4.	There is an available supply of clean clothing, appropriate to the ages of the c	hildren and the season.								
(6)(j)2.	The center has identified a hospital emergency room, clinic or other constantly emergency and has advised parents about the designated emergency medical									
(6)(j)3.	There are written procedures that describe steps to be followed when a child ras well as treatment of minor injuries.	needs emergency medical treatment								
(6)(j)5.	There is a supply of bandages, tape, bandaids and syrup of ipecac.									
(7)(a)	Dogs and cats are kept on the premises of a center, appropriately vaccinated children. Note: Submit certificates of up-to-date rabies vaccinations with the									
46.08	TRANSPORTATION									
(1)	The center provides transportation to children in either center owned / p vehicles. If this applies, answer all the following items. If this does not a Center provided vehicles are vehicles that are owned or leased by the center include a vehicle owned and driven by a parent or volunteer. Vehicles owned children during the center's hours of operation are considered to be center pro-	apply, skip to section 46.09. Note: to transport children but do not by staff and used to transport								
(3)(b)1.	The driver of a center owned or provided vehicle is at least 18 years of	age.								
(3)(b)2.	The driver of a center owned or provided vehicle has a valid Wisconsin is a bus or other vehicle with a capacity of 15 or more passengers, a Corequired.									

Name - Facility		Telephone Number - Facility Contact Person								
Rule Number	Rule Language		WCCIP TA		TA	Applicant		Licensing Specialist		
46.08	TRANSPORTATION		Met	Not Met	NA	Met	NA	Met	Not Met	NA
(3)(b)3.	The driver of a center owned or provided vehicle has at least 1 year of experience as a licensed driver.									
(3)(c)	The center has a copy of the driving record of the driver of a center owned or provided vehicle on file.									
(4)(a)	The vehicle(s) used to transport children is registered in Wisconsin. Vehicles are clean, uncluttered and free of obstructions on the floors, aisles and seats.									
(6)(b)	The center has written safety precautions that must be followed when transporting handicapped children who have a limited ability to respond in an emergency.									
(6)(c)	The center will contract for or charter vehicles to transport children. Note: There must be contact information for a representative of the firm available after hours at the center.									
(7)(b)	Any center owned or provided vehicle(s) used to transport children are in safe operating condition. There is a vehicle safety inspection report (CFS-52) signed by a representative of a bona-fide auto repair business on file at the center for each vehicle used to transport children.									
(7)(c)	Center owned or provided vehicle(s) are equipped with a first aid kit.									
46.09	INFANT AND TODDLER CARE									
(1)	The center will provide care for children under the age of 2 years. this section. If this does not apply, skip to section 46.10, School									
(1)(f)	Infants and toddlers will be cared for on the first floor or a floor he center wishes to care for infants and toddlers on a floor other the building inspection report indicating that the building meets all a toddlers on a floor other than first or ground must be included we the request for an exception.	an the first or ground floor, a copy of a pplicable codes for care of infants and								
(1)(g)	There are safety gates at any open stairways.									
(1)(h)	The space occupied by permanently erected cribs is not include required by s. HFS 46.06(7)(a) of the licensing rules.	ed in the 35 square feet space per child as								
(2)(g)	There are safe, clean, open, warm and uncluttered areas in infa children.	ant areas that can be used by non-walking								
(2)(j)	There is equipment such as wagons and strollers that can be us walk.	sed to take infants and toddlers outside for a								
(3)(a)11.	The center has wide based high chairs, hook-on chairs or infant developmentally able to sit in chairs at tables.	t seats available for children not								
(3)(a)12.	There are child-sized eating utensils and cups present.									
(3)(b)	The center will use a microwave oven for heating formula, milk formula, milk and food in a microwave oven are posted near the									
(4)(a)3.	The diaper changing surface is easily cleanable. There is a clean solution available near the diaper changing areas. The disinfect tablespoon bleach to 1 quart of water, made fresh daily.									

Rule Number	Rule Language	WCCIP TA		WCCIP TA		WCCIP TA		icant	Licensing Specialist		
46.09	INFANT AND TODDLER CARE	Met	Not Met	NA	Met	NA	Met	Not Met			
(4)(a)4.	There is a barrier or restraint on the diaper changing surface that will prevent children from falling off the surface if the diapering surface is above floor level.										
(4)(a)5.	There is a plastic lined foot activated container available for soiled disposable diapers and gloves.										
(4)(a)6.	Parents will supply cloth diapers and there is a supply of plastic bags to be used for cloth diapers.										
(4)(b) and (c)	There is a sink with hot and cold running water in each self-contained room or area serving infants or toddlers. The food preparation area is separated from the diaper changing area and the diapering sink is not used for food preparation.										
46.10	SCHOOL-AGE CHILD CARE										
(1)	The center provides care to school age children in groups that are separate from children age 5 or below. If this applies, answer the items below. If this does not apply, skip to section 46.11.										
(4)(b)1.	The administrator of a center that will serve only school-age children meets the requirements in s. HFS 46.05(1)(b)2. and 3. Note: Department approved experience, credits or courses in elementary education, physical education, child guidance or recreation or other department approved training may be substituted for training or experience in early childhood.										
(4)(b)2.	The center director and any child care teachers in a center that will serve only school-age children meet the requirements of s. HFS 46.05(1)(c) or (d), as appropriate. Note: Department approved experience, credits or approved courses in elementary education, physical education, child guidance, recreation or other department approved training may be substituted for training / experience in early childhood.										
46.11	NIGHT CARE										
(1)	The center is providing care to children between the hours of 9:00 P.M. and 5:00 A.M. If this applies, answer the items in this section.										
(2)	There is emergency lighting supplied by a stand-by power source such as a generator. Note: No more than 20 children may be cared for during night care hours if there is no emergency lighting present.										
(2)(e)	Each child in night care has an individually labeled sleeping garment and a toothbrush. Items may be provided either by the parent or the center.										
(4)(b)	There is emergency lighting available, such as an operable flashlight, for each self-contained room used by children.										
(6)(c)	Each child has a bed, crib or cot with sheets and blankets or a sleeping bag.										
(6)(d)	There is a supply of extra sleeping garments and bedding for emergencies and accidents.										
(6)(e)	There are sufficient cribs for each child under 2 years of age.										
	OTHER ITEMS										
	The applicant has a supply of forms that contain all the items required under the licensing rules and any forms that are required by the licensing rules to be used.										
	The applicant has a supply of the brochure entitled "Your Guide to Choosing Licensed Care" which is a summary of the licensing rules and must be shared with parents.										
	The applicant has a supply of the brochure entitled "Babies Sleep Safest on Their Backs" to share with parents of children under age 2 if the parent chooses a tummy or side sleep position.										

DEPARTMENT OF HEALTH AND FAMILY SERVICESDivision of Children and Family Services

CFS-2242 (Rev. 03/2003)

Name - Facility	Telephone Number - Facility C	Contact Person							
SIGNATURES									
I have reviewed all the above applicable rules with the applicant. I have	ave indicated those rules that were met at the time	e of my visit. If a rule was not met at	the time of						
my visit, I have indicated that on the above checklist. I have left a co	by of this checklist with the applicant. Date of visit	t: .							
(mm/dd/yyyy)									
	☐ Yes ☐ No Supplemental notes	s attached.							
SIGNATURE - WCCIP Technical Advisor	Date Signed								
Note: Applicant should review and complete the middle column returned and the licensing process delayed if more than 14 days	of this checklist not more than 14 days prior to has elapsed between the date the applicant co	ວ submitting an application for a li ompleted the checklist and receipf	cense. The checklist may be in the licensing office.						
I certify that all the above items have been met. I understand that if the licensing rules at the time of the visit, my application for a license manner.		ensing study and finds that any item	is not in compliance with the						
SIGNATURE - Applicant	Date Signed								
Dates of Initial Licensing Study by DHFS licensing specialist: (r	nm/dd/yyyy) (mm/dd/yyyy)								
			 Date Signed						
Name - Licensing Specialist (Print)	SIGNATURE -	SIGNATURE - Licensing Specialist Date S							
License: Date issued:	☐ Denied Date denied:	See attached letter	of denial.						
THE FOLLOWING ITEMS MUST BE SUBMITTED WITH AN APPLICAL A license will not be issued until the background checks are completed days for this process to be completed. Completed application form, including diagrams of indoor Completed initial licensing checklist. Completed Background Information Disclosure form for lied Appropriate fees including \$7.50 for each adult Background Written policies and procedures and completed policy check Certificate of insurance. Building Inspection report by a qualified building inspector Water test results including nitrate levels if children under Proof of vaccinations, if the center keeps dogs or cats on If the center has no available on-premises play space, a result of the center has an in-ground swimming pool on the premise A copy of the license under HFS 196, if meals are prepared.	and a licensing specialist has verified compliant and outdoor premises. censee and any household residents age 10 and and Information Disclosure form included with the acklist (CFS-2048). C. 6 months of age receive care if the center uses a the premises. equest for an exemption to use off premises play a lises and the children in care will use that pool, a particular and compliants.	above. application. private well. space and the plan for using that spaplan for supervising children during p	ace. ool use.						
☐ If the center uses a beach on the premises, a report from ☐ Delegation of Administrative Authority.	the local municipality indicating the beach compli	es with any local ordinance.							